



**STATE OF ARIZONA
DEPARTMENT OF EMERGENCY AND MILITARY AFFAIRS**
DEMA Procurement Office, Building #M5330
5636 East McDowell Road
Phoenix, Arizona 85008-3495.

REQUEST FOR QUOTATION NUMBER: Q6-0009 (NOTE: THIS IS NOT A PURCHASE ORDER)

QUOTATION DUE DATE 3:00 PM (MST), 22 FEBRUARY 2006

In accordance with the Arizona Procurement Code, A.R.S, Chapter 23, competitive sealed Quotations for the material or service specified will be received by the Department of Emergency and Military Affairs, Department Procurement Office (State), until the date and time cited.

PROPOSALS ARE DUE AT THE DEMA Procurement Office, 5636 E. McDowell Rd., Building #M5330, Phoenix, AZ 85008. (A faxed quote is NOT acceptable.) Please submit three (3) copies of proposals to above address.

Quotations must be in the possession of the Department Procurement Office (State) on, or prior to, the due date and time. Except as provided in the Arizona Procurement Code, late quotations will not be considered.

PROJECT LOCATION: Florence Training Site, 25181 N. Hwy 79, Florence, Az. 85232

SCOPE OF WORK: Furnish all labor, supplies, material, applicable taxes, transportation and services required to: Develop a Vegetation Trend Analysis Using Historical and Current Aerial Imagery for the Florence Training Site.

(SEE ATTACHED SCOPE OF WORK)

PROCUREMENT RELATED QUESTIONS SHALL BE DIRECTED TO:

BUYER: Tom Torgerson; **TELEPHONE:** (602) 267-2511; **FAX:** (602) 267-2576

TECHNICAL QUESTIONS REGARDING THE SCOPE OF WORK SHALL BE DIRECTED TO:

Shelley Danzer; TELEPHONE: (602) 267-2061

QUOTATION ISSUE DATE: 02/07/06

It is the responsibility of the bidder submitting a quote to fully understand all terms and conditions referenced in this quotation. The award will be made to the overall lowest, responsive, responsible bidder (considering freight, delivery, installation, taxes and/or other applicable associated fees/expenses). Your respective proposed delivery schedule(s) must be indicated in the spaces below. All quotations must be FOB Destination, Freight Pre-Paid. **Quotes are due at the Department of Emergency & Military Affairs, Procurement Office, 5636 E. McDowell Rd. Bldg. #M5330, Phoenix, AZ 85008-3495 by the quotation due date and time.**

06/06/05

PRICE SHEET

All inclusive price to include all labor, supplies, material, applicable taxes and services:

BASE Bid: Lump Sum Price: \$ _____

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COMPANY NAME: _____

ADDRESS: _____

Street

City

State and Zip

TELEPHONE: _____ FAX NUMBER: _____

ARIZONA TRANSACTION (SALES) PRIVILEGE TAX LICENSE NO.: _____

FEDERAL EMPLOYER IDENTIFICATION NUMBER: _____

I hereby certify that I have read, received, understand and agree with all terms and amendments of the request for quotation and that acceptance by the State of Arizona of the Contractor's offer by the issuance of a Purchase Order or Contract will create a binding Contract. Further, I agree to fully comply with all terms and conditions as set forth in the Arizona Procurement Rules and Regulations, and amendments thereto, together with the specifications and other documentary forms herewith made a part of this specific procurement.

Signature

Date

Typed Name and Title

ATTACHMENT A – (Mandatory Submission Requirement)
SMALL, WOMAN-OWNED AND/OR MINORITY-OWNED BUSINESSES CERTIFICATION

Executive Order 2004-29 requires all State of Arizona agencies to track and report solicitations distributed and awarded to Small, Woman-Owned and/or Minority-Owned firms.

A small business is one that, including its affiliates, is independently owned and operated, is not dominant in the type of business it conducts, and employs fewer than 100 employees OR has less than \$4 million in annual sales. To qualify as a minority or women-owned business, the firm must be at least 51% minority or woman owned.

When practical, purchases/contracts less than \$50,000 will be made from small businesses.

CHECK THE APPROPRIATE CLASSIFICATION APPLICABLE TO YOUR FIRM:

☐ 1.0 Small Business (SB), ☐ 2.0 Small Business African American (SBAA), ☐ 3.0 Small Business Asian (SBA), ☐ 4.0 Small Business Hispanic (SBH), ☐ 5.0 Small Business Native American (SBNA), ☐ 6.0 Small Business Other (SBO), ☐ 7.0 Small, Women Owned Bus. (SWOB), ☐ 8.0 Small, Women Owned Bus. African American (SWOBAA), ☐ 9.0 Small, Women Owned Bus. Asian (SWOBA), ☐ 10.0 Small, Women Owned Bus. Hispanic (SWOBH), ☐ 11.0 Small, Women Owned Bus. Native American (SWOBNA), ☐ 12.0 Small, Women Owned Bus. Other (SWOBO), ☐ 13.0 Women Owned Business (WOB), ☐ 14.0 Women Owned Bus. African American (WOBAA), ☐ 15.0 Women Owned Business Asian (WOBA), ☐ 16.0 Women Owned Business Hispanic (WOBH), ☐ 17.0 Women Owned Business Native American (WOBNA), ☐ 18.0 Women Owned Business Other (WOBO), ☐ 19.0 African American (AA), ☐ 20.0 Asian (A), ☐ 21.0 Hispanic American (HA), ☐ 22.0 Native American (NA)

☐ 23.00 None of these categories is applicable and firm does not qualify as either a Small, Woman, or Minority-Owned firm. (NONE)

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COMPANY NAME:

ADDRESS:

 Street City State and Zip

I hereby certify that _____ (Firm/Company Name) ☐ is or ☐ is not (check one) a small business with less than 100 employees and/or less than \$4 million in annual sales.

 Signature Date

I hereby certify that _____ (Firm/Company Name) ☐ is or ☐ is not (check one) a ☐ Minority and/or ☐ Women (check one or both) owned business in accordance with Executive Order 2004-29 issued by Governor Napolitano.

 Signature Date

INSTRUCTIONS TO OFFERORS

1. **Submission.** Quotations shall be signed and received in the Department of Emergency and Military Affairs Procurement Office (State) by the date and time indicated. Erasures, interlineations or other modifications in the Quotation must be initiated by the person signing the quotation/estimate.
2. **Quotation Waiver and Rejection.** Notwithstanding any other provision of this Request for Quotation/Estimates, the Department expressly reserves the right to:
 - a. Waive any immaterial defect or informality; or
 - b. Reject any or all quotations, or portions thereof, or
 - c. Reissue a Request for quotation/estimate.
3. **Taxes.** The State will pay any applicable State of Arizona transaction privilege tax and any other applicable state or local taxes on the services rendered or products supplied. No payment shall be made for any personal property taxes levied on vendor or any taxes levied on employee's wages. Applicable taxes must be shown separately on any invoice and such sums shall be due and payable to vendor upon delivery. If claiming a tax exemption, a valid tax exemption certificate number must be provided with your quote.
4. **Award of Contract.** Unless the Bidder states otherwise, or unless otherwise provided within the Request For Quotation, the State reserves the right to award by individual line item, by group of line items, or as a total, whichever is deemed most advantageous to the State.

A response to a Request for Quotation is an offer to contract with the State based upon the terms, conditions and specifications contained in the State's Request for Quotation. Quotations do not become contracts unless and until an authorized procurement officer accepts them.

5. **Americans with Disabilities Act.** People with disabilities may request special accommodations such as interpreters, alternative formats, or assistance with physical accessibility. Requests for special accommodations must be made seventy-two (72) hours prior to quote due date. If you require accommodations, please contact the Buyer, as stated on the front page of this package.
6. **Incorporation by Reference.** The following documents shall apply to all work under this solicitation and are hereby incorporated by reference with the same force and effect as if they were given in full text. A copy of these documents can be obtained from the following url: <http://www.azspo.az.gov/PoliciesDocuments/index.htm>
 - a. Uniform Instructions to Offerors
 - b. Uniform General Terms and Conditions.
7. **Offer Acceptance Period:** Any Vendor submitting an offer under this Solicitation shall hold its offer open for a period of **ninety (90)** days after the date of the solicitation due date.
8. **Notice to Proceed.** The Department of Emergency and Military Affairs will issue a Notice to Proceed or executed Purchase Order for the material or service covered under this agreement.
9. **Insurance.** The State requires a complete and valid Certificate of Insurance prior to the commencement of any service or activity specified in this solicitation. The State will notify the successful contractor(s) of the intent to issue a contract award. The coverages shall be maintained in full force and effect during the term of the contract and shall not serve to limit any liabilities or any other contractor obligations.
10. **Indemnification Clause.** Contractor shall indemnify, defend, save and hold harmless the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Contractor or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such contractor to conform to any federal, state or local law, statute, ordinance, rule,

regulation or court decree. It is the specific intention of the parties that the Indemnatee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by Contractor from and against any and all claims. It is agreed that Contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the Contractor agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents and employees for losses arising from the work performed by the Contractor for the State of Arizona.

This indemnity shall not apply if the contractor or sub-contractor(s) is/are an agency, board, commission or university of the State of Arizona.

11. **Insurance Requirements.** Contractor and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract, are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this contract by the Contractor, its agents, representatives, employees or subcontractors, and Contractor is free to purchase additional insurance.

A. Minimum Scope and Limits of Insurance: Contractor shall provide coverage with limits of liability not less than those stated below.

Commercial General Liability – Occurrence Form

Policy shall include bodily injury, property damage, personal injury and broad form contractual liability coverage.

- General Aggregate \$1,000,000
- Products – Completed Operations Aggregate \$1,000,000
- Personal and Advertising Injury \$1,000,000
- Blanket Contractual Liability – Written and Oral \$1,000,000
- Fire Legal Liability \$50,000
- Each Occurrence \$1,000,000

- a) The policy shall be endorsed to include the following additional insured language: "The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor".
- b) Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

Automobile Liability

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

Combined Single Limit (CSL) \$1,000,000

- a) The policy shall be endorsed to include the following additional insured language: "The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor, involving automobiles owned, leased, hired or borrowed by the Contractor".

Worker's Compensation and Employers' Liability

- Workers' Compensation Statutory
- Employers' Liability
 - Each Accident \$ 500,000
 - Disease – Each Employee \$ 500,000
 - Disease – Policy Limit \$1,000,000

- a) Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.
- b) This requirement shall not apply to: Separately, EACH contractor or subcontractor exempt under A.R.S. 23-901, and when such contractor or subcontractor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.

Professional Liability (Errors and Omissions Liability)

Each Claim \$1,000,000

Annual Aggregate \$2,000,000

- a) In the event that the professional liability insurance required by this Contract is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.
- b) Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.
- c) The policy shall cover professional misconduct or lack of ordinary skill for those positions defined in the Scope of Work of this Contract.

12. Additional Insurance Requirements. The policies shall include, or be endorsed to include, the following provisions:

- a) The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees wherever additional insured status is required such additional insured shall be covered to the full limits of liability purchased by the Contractor, even if those limits of liability are in excess of those required by this Contract.
- b) The Contractor's insurance coverage shall be primary insurance with respect to all other available sources.
- c) Coverage provided by the Contractor shall not be limited to the liability assumed under the indemnification provisions of this Contract.

13. Notice of Cancellation. Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the State of Arizona. Such notice shall be sent directly to the Arizona Department of Emergency and Military Affairs, Attn: Procurement Manager, 5636 E. McDowell Road, Phoenix, AZ 85008-3495, and shall be sent by certified mail, return receipt requested.

14. Acceptability of Insurers. Insurance is to be placed with duly licensed or approved non-admitted insurers in the state of Arizona with an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.

15. Verification of Coverage. Contractor shall furnish the State of Arizona with certificates of insurance (ACORD form or equivalent approved by the State of Arizona) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the State of Arizona before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.

All certificates required by this Contract shall be sent directly to the Arizona State Department of Emergency and Military Affairs, Attn: Procurement Manager, 5636 E. McDowell Rd., Phoenix, AZ 85008-3495. The State of Arizona project/contract number and project description shall be noted on the certificate of insurance. The State of Arizona reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. DO NOT SEND CERTIFICATES OF INSURANCE TO THE STATE OF ARIZONA'S RISK MANAGEMENT SECTION.

16. **Subcontractors.** Contractors' certificate(s) shall include all subcontractors as insureds under its policies or Contractor shall furnish to the State of Arizona separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements identified above.
17. **Approval.** Any modification or variation from the insurance requirements in this Contract shall be made by the Department of Administration, Risk Management Section, whose decision shall be final. Such action will not require a formal Contract amendment, but may be made by administrative action.
18. **Exceptions.** In the event the Contractor or sub-contractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Selfinsurance. If the contractor or sub-contractor(s) is/are a State of Arizona agency, board, commission, or university, none of the above shall apply.
19. **In accordance with Executive Order 2004-29 and Rule R2-7-335 (Small Business Set Aside) of the Arizona Procurement Code, this request for quotation is restricted to small, woman-owned and/or minority-owned businesses. Businesses qualifying as such must self certify their status as such by filling out and completing ATTACHMENT A SMALL, WOMAN-OWNED AND/OR MINORITY-OWNED BUSINESSES CERTIFICATION**

SCOPE OF WORK

Trend Analysis – Florence Training Site

Project Introduction:

Arizona State Trust Land is being sold off by the State of Arizona at an alarming rate to feed extensive urban development. The Florence Training Site (FTS) in Northwestern Pinal County, leases approximately 20,000 acres of Arizona State Trust Land for military operations and is located in an area that is being rapidly developed.

The purpose of this project is to develop a vegetation trend analysis using historical and current aerial imagery for the FTS.

Objectives:

The contracted vendor shall determine current conditions of the land surface on, and surrounding, the FTS. This shall be accomplished by using the most recent aerial imagery (e.g., Digital Orthophoto Quarter Quadrangle (DOQQ), remotely sensed imagery) available for the site (2005). These data shall be processed by the Contractor in order to identify the gradient of vegetated vs. non-vegetated surfaces throughout the area and to provide a snapshot of current conditions. In addition, historical digital or non-digital aerial imagery shall be collected by the Contractor and then used to analyze changes in the land surface (vegetated vs. non-vegetated) through the time period represented by the data (approximately 10 or 20 years). These changes through time (trends) shall then be compared with the most current data using standard imagery analysis techniques. Changes to the land surface may be attributed to military use and/or various other uses such as off-road vehicle traffic.

The Arizona Air National Guard (AZARNG) does not have a complete history or knowledge of the military use of the Arizona State Trust Land portions of FTS, such as the locations and types of military activities,, how many vehicles and personnel were involved in these activities, how long the area may have been used, etc. The AZARNG does have recent records (2002-2006) showing that the firing boxes were used, however, when a unit scheduled these boxes the unit had the option of using any one, or all of the eight firing boxes. There is no record of which boxes were actually used. Firing boxes are smaller training areas within FTS boundaries heavily used by military artillery units for training activities.

Because the AZARNG is obligated to promote public safety and reduce the adverse impact of military training, these data help the AZARNG to better manage the land by understanding the current conditions. Use of aerial imagery is supported by the Integrated Training Area Management (ITAM) program both as a natural resource management survey and as a vehicle to help identify areas that may need land remediation as a result of military training activities. It will also support the AZARNG's active stewardship of Arizona State Trust Land.

Although the State Trust land used by FTS will likely not be available for development, a project that tracks the changes in the land surface through the tenure of land use by the AZARNG is considered by the AZARNG as a valuable asset.

Evaluation Criteria:

1. Proven ability to orthorectify black and white, historic aerial photography and produce orthophotos without any camera calibration report.
2. Familiarity with working on State of Arizona contracts (similar in scope) or with other government entities similar in size and requirements.
3. Demonstrated familiarity with Sonoran Desert Flora, the National Vegetation Classification system and arid lands geomorphology.
4. Experience mapping xeric and/or Riparian ecosystems in the outhwest using remote sensing and/or image processing software tools.

For the proposal the following information should be included:

1. Describe your firms experience with similar projects as outlined in this solicitation
2. Describe your firms ability and history to orthorectify black and white, historic aerial photography and produce orthophotos without any camera calibration report.
3. Provide a detailed timeline for the project to include major milestones and estimated completion dates.
4. Submit a budgetary breakdown for each task and target completion date.

5. Provide brief resumes of the professional staff directly involved in the project.
6. Describe three projects completed in the past three (3) years that are similar in type, size and complexity. Include client name(s), contact name(s) and telephone number(s), dates, brief description of the project, services performed and the similarities to the project described herein.

Deliverables shall include: Progress report(s), One (1) final report in hard copy and digital format, and any maps, digital data or other information collected or produced as a result.